

Example of a first CV

Name
Full address
Contact telephone
Email - a sensible one

Personal Profile

A Personal Profile (or 'Career Profile') is an introductory paragraph at the beginning of your CV containing a short summary of your background and career plans. The Profile is the written equivalent of an 'elevator pitch' designed to capture the employer's interest quickly so that they will read your CV in full and hopefully invite you to interview.

see page 2 for examples

Key Skills and Abilities

List your personal, technical and specialist skills, giving examples. Include relevant computing and language skills.

For example:

I.T. skills including experience in Microsoft Office

Punctuality and time-keeping as displayed through good attendance when doing early shifts in a summer job

Excellent telephone manner built up through work experience which involved reception work and answering the telephones

Education

List your education in reverse chronological order with your most recent qualification first. Include establishment, dates to and from, actual qualification and grades.

Work Experience

Include weekend work or year 10 / 11 work experience. Detail what your duties were and skills you developed. Include job title, company and dates.

Interests

This shows employers that you are a well-rounded individual with interests outside of school. Sometimes this can link with your future plans.

References

References available upon request (this is acceptable).

Finally.....

Please proofread your CV for spelling mistakes and grammatical errors. Ask someone to check it for you

Ariel font is a good option for a CV

Useful websites - University of Kent, The Guardian - CV's

Examples for a Personal Profile (taken from www.careersadviceforparents.org)

I am a college leaver who is looking for an apprenticeship in business administration. I have good IT skills including word processing, email and working with spreadsheets. I am willing to work hard, gain qualifications and build on the general office skills developed through my work experience.

With good basic skills, I am looking for practical work in a wholesale or warehouse situation.

I am a motivated person who is willing to work hard and flexibly and can work alone or in a team. I am keen to learn and succeed.

A hardworking and reliable sixth former with good GCSEs, I am expected to gain C or D grades in my A levels this year and am seeking the opportunity to develop a career in accountancy. Keen to learn and gain qualifications, I always strive to achieve success.

A friendly and energetic person with good people skills looking for an opportunity to work in retail Sales. I am a quick learner, willing to work hard and complete training.

I am a highly motivated school leaver with good basic skills. I am a hard worker and am reliable, punctual and willing to learn. I enjoyed my work experience in a local garden centre and am looking for an apprenticeship in landscape gardening.

Emma Lees
Careers Adviser